

# Data Integrity Checklist SPP 12

## Data Integrity Checklist for SPP Indicator 12

States and Local Education Agencies (LEAs) are required to provide valid and reliable data that reflect the measurement for each SPP indicator. This requirement is a factor in the annual state and local determination processes.

When districts certify their data in SPP 12 data collection system, they are assuring the State that they “understand and agree that submission of this information constitutes certification that this data are accurate and meets the reporting requirements outlined by the Texas Education Agency Division of Special Education.”

This *Data Integrity Checklist* has been developed to assist LEAs prior to the certification of their data.

### Data Integrity Checklist

- *Did you follow the data collection requirements outlined in the instructions?*
- *Did you review the previous year’s submission to determine whether or not the current year’s submission data were consistent? If not, do you have an explanation?*

### Indicator 12 Example:

In 2016-17, District A reported that 4 students were referred from Part C to B. In 2017-18, District A is about to report that 25 students were referred from Part C to B. The difference between the two years was 21 students.

This type of analysis of the data provides an opportunity for the district to check if it is over reporting data in 2018-19.

- *Did you check your math?*
- *If you are reporting noncompliance, are you aware of the issues causing the noncompliance?*
- *Did you verify that the issues are not the result of not following directions?*

### Technical Assistance

When in doubt, read the instructions, consult the FAQ on the web, or contact your ESC prior to certifying your data.